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UNITED NATIONS

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ST/SGB/Organization
Section: UNDCP
27 July 1993

ORGANIZATION MANUAL

A description of the
functions and organization of

THE UNITED NATIONS INTERNATIONAL DRUG CONTROL PROGRAMME

SECRETARY-GENERAL'S BULLETIN

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SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: UNITED NATIONS INTERNATIONAL DRUG CONTROL PROGRAMME

1. This bulletin describes the current organization and functions of the United Nations International Drug Control Programme.

2. Document ST/SGB/203 of 24 May 1984 is hereby superseded.

Boutros BOUTROS-GHALI
Secretary-General

UNITED NATIONS INTERNATIONAL DRUG CONTROL PROGRAMME

I. An overview

The United Nations International Drug Control Programme (UNDCP) was established pursuant to General Assembly resolution 45/179 of 21 December 1990 as a single body responsible for consolidated international action in the field of drug abuse control, with the objective of enhancing the effectiveness and efficiency of the United Nations structure for drug abuse control in keeping with the functions and mandates of the United Nations in this field.

As of 1 March 1991, the Programme integrates fully the structures and the functions of the Division of Narcotic Drugs of the Secretariat, the secretariat of the International Narcotics Control Board and the United Nations Fund for Drug Abuse Control. As of 1 January 1992, the Fund of the United Nations International Drug Control Programme was established by the General Assembly (resolution 46/185 C of 20 December 1991, section XVI) to replace the United Nations Fund for Drug Abuse Control.

The Commission on Narcotic Drugs provides legislative overview and policy guidance to UNDCP; it approves both the budget of the programme of the Fund and the administrative and programme support costs budget.

II. Overall responsibility

Serves as the unified central drug control entity with exclusive responsibility for coordinating and providing effective leadership for all United Nations drug control activities;

Acts, on behalf of the Secretary-General, in fulfilling the responsibility under the terms of international treaties and resolutions of the United Nations organs relating to international drug control; monitors and ensures the implementation of these functions;

Provides secretariat and substantive services to the Commission on Narcotic Drugs and its subsidiary bodies and, with due consideration to treaty arrangements, to the International Narcotics Control Board. As required, provides substantive services to the Economic and Social Council and the General Assembly and other committees or conferences dealing with drug control matters;

Provides advice to Member States on the implementation of international drug control treaties and promotes effective implementation and adherence to the conventions by States;

Develops and maintains technical cooperation drug-control programmes worldwide and assists Governments in the development and implementation of national, subregional and regional programmes aimed at reducing illicit cultivation, production, manufacture, traffic and abuse of narcotic drugs and psychotropic substances and improving effectiveness of control over the illicit supply of drugs and substances;

Coordinates technical cooperation drug-control strategies at the regional and global levels;

Manages the financial resources of the Fund of the United Nations International Drug Control Programme;

Serves as the repository of technical expertise in international drug control for the Secretariat, including the regional economic commissions, and other United Nations organs, as well as Member States and, in this capacity, advises them on questions of international and national drug control;

Keeps regular contacts with outside research institutes, associations and universities to secure information on the latest research findings related to drug control and initiates and participates in joint projects, as appropriate;

Promotes coordination and cooperation with regional and international organizations involved in drug control activities outside the United Nations common system.

III. Organization

The Programme is headed by an Executive Director, at the Under-Secretary-General level, who reports to the Secretary-General. The Programme is composed of the following organizational elements:

Executive Director
- Office of the Executive Director
- Policy, Planning and Evaluation Unit
- External Relations and Public Affairs Unit

Division for Treaty Implementation and Support Services
- Treaty Implementation and Legal Affairs Branch
- Programme Support Section
- Information Resources Management Branch

Division for Operational Activities and Technical Services
Operational Activities Branch
Technical Services Branch

IV. Organizational elements and their functions

1. EXECUTIVE DIRECTOR

The Executive Director is responsible and accountable for the management of the Programme and performs the functions as described in ST/SGB/240 dated 26 June 1991.

1.1 Office of the Executive Director

This Office performs the tasks of a staff office as defined in the introductory section of the Manual and, in addition,

Provides support in the executive direction and management of the work of the Programme;

Assists the Executive Director at meetings of the Administrative Committee on Coordination (ACC) and acts as focal point for the involvement of the Programme at ACC's Organizational Committee and ensures the Programme's participation, as appropriate, at meetings of subsidiary bodies of ACC;

Facilitates inter-office cooperation in the implementation of work plans and in administrative matters;

Represents, through an outposted unit in New York, the Programme at United Nations Headquarters.

1.2 Policy, Planning and Evaluation Unit

Plans the strategic development of the Programme; coordinates the preparation of the medium-term plan; analyses policy issues and advises the Executive Director in the conceptualization and establishment of the policies of the Programme;

Elaborates methodological approaches to evaluation; plans and coordinates the evaluation activities of the Programme delivery.

1.3 External Relations and Public Affairs Unit

Coordinates the development and implementation of fund-raising strategies to support the Programme's objectives and proposed activities;

Coordinates all UNDCP public affairs activities;

In cooperation with the Department of Public Information, manages relations with the media and the general public and coordinates activities related to the United Nations Decade against Drug Abuse.

2. DIVISION FOR TREATY IMPLEMENTATION AND SUPPORT SERVICES

2.1 Treaty Implementation and Legal Affairs Branch

2.1.1 Secretariat of the International Narcotics Control Board 1/
2.1.2 Secretariat of the Commission on Narcotics Drugs
2.1.3 Legal Affairs Section

Acts, on behalf of the Executive Director, in fulfilling the responsibility that devolves upon the Secretary-General under the terms of international treaties and resolutions of the United Nations organs relating to international drug control and ensures the implementation of these functions;

Provides secretariat and substantive services to the Commission on Narcotic Drugs and its subsidiary bodies and, with due consideration to treaty arrangements, to the International Narcotics Control Board;

As required, provides substantive services to the Economic and Social Council and the General Assembly and, as appropriate, other committees or conferences dealing with drug control matters;

Provides advice and assistance to Member States, at their request, on the implementation of the international drug control treaties and promotes adherence to them and their effective implementation by States.

2.2 Programme Support Section

Manages the financial resources of the Fund of the United Nations International Drug Control Programme; 2/

Serves as liaison with the Personnel Service of the United Nations Office at Vienna's Division of Administrative and Common Services with regard to actions for UNDCP staff;

Carries out office support tasks including travel and procurement arrangements for technical cooperation projects.

2.3 Information Resources Management Branch

Designs, implements and manages computerized information systems for the substantive information collected by Divisions and Branches of the Programme;

Develops and manages an integrated information system, including databases on seizures of illicit drugs, precursors, money laundering and information on the nature, trends and patterns of abuse, as well as on licit supply of and demand for narcotic drugs and psychotropic substances;

Sets up and maintains a reference collection and serves as a clearing-house for the dissemination and exchange of technical publications and information.

3. DIVISION FOR OPERATIONAL ACTIVITIES AND TECHNICAL SERVICES

3.1 Operational Activities Branch

3.1.1 Regional Sections (Africa, Asia and the Pacific; Europe and the Middle East; Latin America and the Caribbean)

Coordinate all technical cooperation activities of the Programme and of the Field Offices;

Assist Governments, at their request, in the development and implementation of national, subregional, regional and global programmes aimed at reducing illicit cultivation, production, manufacture, traffic in and abuse of narcotic drugs and psychotropic substances, as well as trafficking in precursors and chemicals used in the illicit manufacture of drugs, and improving effectiveness of control over the licit supply of narcotic drugs and psychotropic substances.

3.2 Technical Services Branch

Serves as the repository of technical expertise in international drug control for the United Nations, as well as for Member States and, in that capacity, advises them on questions of international and national drug control;

Provides technical advice and services to States, as well as to the Commission on Narcotic Drugs and its subsidiary bodies, the International Narcotics Control Board and expert groups;

Undertakes analytical and research work, participates in the development of UNDCP drug control strategies and makes recommendations to ensure consistency of substantive activities of the Programme in terms of standards and quality;

Executes thematic technical cooperation projects;

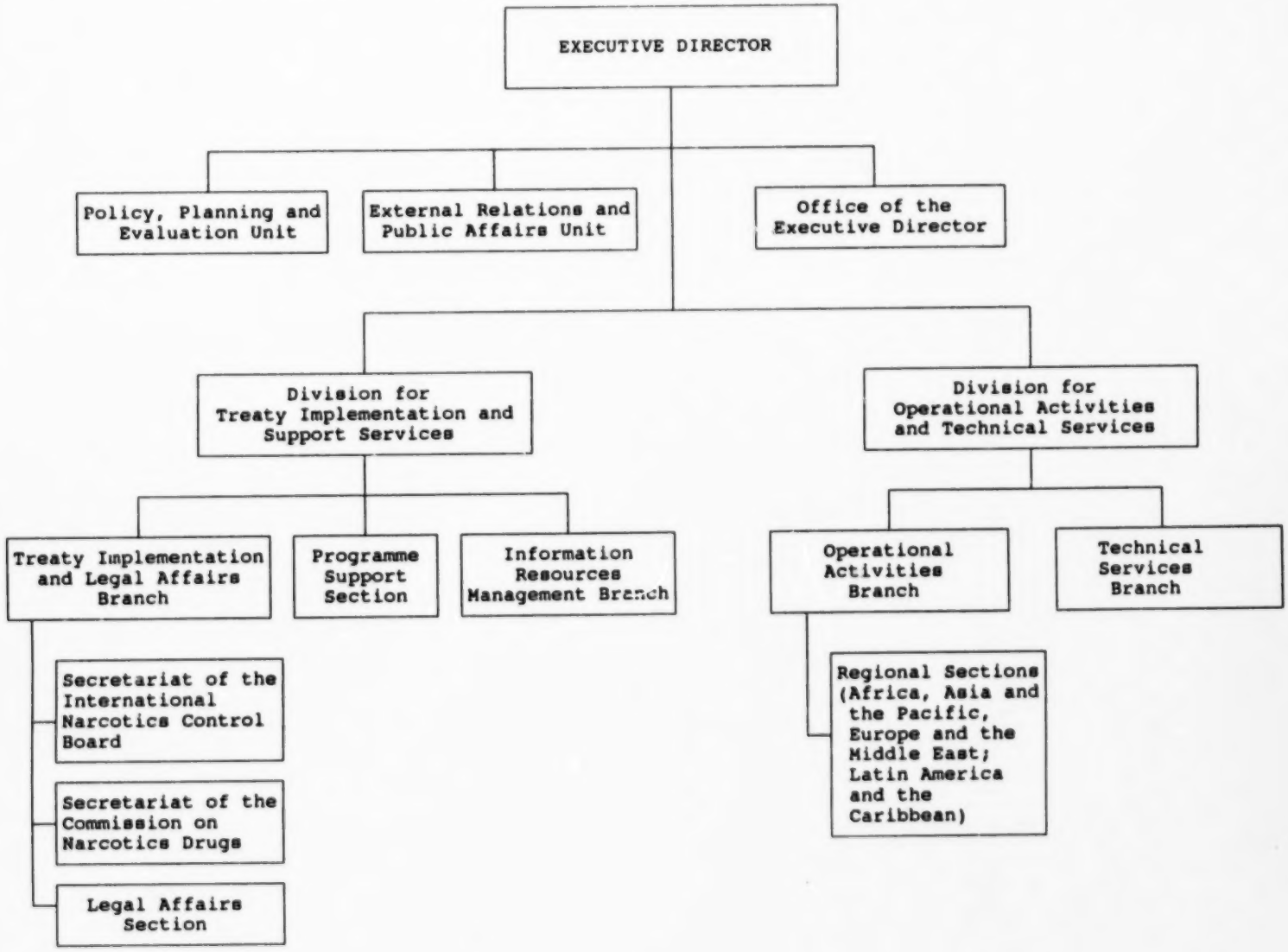
Provides expertise in the following areas: demand reduction, reduction of supply and trafficking, including precursors and money laundering, scientific support, research and analysis; and institution building through training and through advisory services in the drafting, revision or review of laws, regulations and related instruments.

Notes

1/ On substantive matters, the Head of the secretariat of the International Narcotics Control Board (Secretary of the Board) is responsible to the Board.

2/ See General Assembly resolution 46/185 C, section XVI, paragraph 8.

ORGANIZATION OF THE UNITED NATIONS INTERNATIONAL DRUG CONTROL PROGRAMME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